



**USAID**  
FROM THE AMERICAN PEOPLE

# ADS Chapter 519

## Building Support Services

Document Quality Check Date: 09/24/2012  
Partial Revision Date: 12/23/2011  
Responsible Office: M/MS/HMD  
File Name: 519\_092412

**Functional Series 500 – Management Services****ADS 519 – Building Support Services**POC for ADS 519: Taro Jones, (202) 712-4303, [tarjones@usaid.gov](mailto:tarjones@usaid.gov)**Table of Contents**

<b><u>519.1</u></b>	<b><u>OVERVIEW .....</u></b>	<b><u>4</u></b>
<b><u>519.2</u></b>	<b><u>PRIMARY RESPONSIBILITIES .....</u></b>	<b><u>4</u></b>
<b><u>519.3</u></b>	<b><u>POLICY DIRECTIVES AND REQUIRED PROCEDURES.....</u></b>	<b><u>5</u></b>
<b><u>519.3.1</u></b>	<b><u>Work Space Allocation and Changes.....</u></b>	<b><u>5</u></b>
<b><u>519.3.1.1</u></b>	<b><u>Emergency and Non-Emergency Services .....</u></b>	<b><u>5</u></b>
<b><u>519.3.1.2</u></b>	<b><u>Work Space Changes .....</u></b>	<b><u>6</u></b>
<b><u>519.3.2</u></b>	<b><u>Building Repair Services.....</u></b>	<b><u>6</u></b>
<b><u>519.3.3</u></b>	<b><u>Equipment and Furniture Repairs .....</u></b>	<b><u>6</u></b>
<b><u>519.3.3.1</u></b>	<b><u>Equipment and Services Delivery Times .....</u></b>	<b><u>7</u></b>
<b><u>519.3.3.2</u></b>	<b><u>Deliveries to Loading Docks .....</u></b>	<b><u>7</u></b>
<b><u>519.3.4</u></b>	<b><u>Cleaning and Custodial Services .....</u></b>	<b><u>8</u></b>
<b><u>519.3.5</u></b>	<b><u>Sign Language Interpreting Services.....</u></b>	<b><u>8</u></b>
<b><u>*519.3.6</u></b>	<b><u>Galleys .....</u></b>	<b><u>9</u></b>
<b><u>519.3.7</u></b>	<b><u>Conference Rooms and Meeting Rooms.....</u></b>	<b><u>9</u></b>
<b><u>519.3.8</u></b>	<b><u>Dining Room Privileges.....</u></b>	<b><u>11</u></b>
<b><u>519.3.9</u></b>	<b><u>Shuttle Buses.....</u></b>	<b><u>11</u></b>
<b><u>519.3.10</u></b>	<b><u>Use of Alcoholic Beverages in the Ronald Reagan Building.....</u></b>	<b><u>11</u></b>
<b><u>519.3.11</u></b>	<b><u>Directories .....</u></b>	<b><u>12</u></b>
<b><u>519.3.12</u></b>	<b><u>Signage/“Wayfinding” System .....</u></b>	<b><u>12</u></b>
<b><u>519.3.13</u></b>	<b><u>Artwork .....</u></b>	<b><u>13</u></b>
<b><u>519.3.14</u></b>	<b><u>Painting.....</u></b>	<b><u>13</u></b>

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

<u><b>519.3.15</b></u>	<u><b>Hanging, Mounting, or Framing Government-Owned Property .....</b></u>	<u><b>13</b></u>
<u><b>519.3.16</b></u>	<u><b>Relocation in Conjunction with Changes in Space Assignments .....</b></u>	<u><b>14</b></u>
<u><b>519.3.17</b></u>	<u><b>Instructions for Preparing Furniture and Equipment for Relocation (formerly Handbook 20 Chapter 6) .....</b></u>	<u><b>14</b></u>
<u><b>519.3.18</b></u>	<u><b>Using Form AID 5-7 to Request Conference Rooms, Supplies, Furniture, Equipment, and Other Services (formerly Handbook 20 Chapter 9) .....</b></u>	<u><b>15</b></u>
<u>519.3.18.1</u>	<u>Authority to Sign Requisitions .....</u>	<u>16</u>
<u>519.3.18.2</u>	<u>Use of AID 5-7 .....</u>	<u>16</u>
<u><b>519.4</b></u>	<u><b>MANDATORY REFERENCES .....</b></u>	<u><b>17</b></u>
<u><b>519.4.1</b></u>	<u><b>External Mandatory References .....</b></u>	<u><b>17</b></u>
<u><b>519.4.2</b></u>	<u><b>Internal Mandatory References .....</b></u>	<u><b>17</b></u>
<u><b>519.5</b></u>	<u><b>ADDITIONAL HELP .....</b></u>	<u><b>17</b></u>
<u><b>519.6</b></u>	<u><b>DEFINITIONS .....</b></u>	<u><b>17</b></u>

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

## ADS 519 - Building Support Services

### 519.1 OVERVIEW

Effective Date: 04/22/1996

This chapter establishes the policies and procedures involved with obtaining the variety of administrative and logistical support services available in USAID/Washington, such as the following:

- Building maintenance,
- Equipment repairs,
- Moves,
- Space utilization, and
- Other miscellaneous services, which contribute to increased efficiency and economy of operation.

### 519.2 PRIMARY RESPONSIBILITIES

Effective Date: 04/22/2002

- a. The **Director, Bureau for Management, Office of Management Services, Office of the Director (M/MS/OD)** has primary responsibility for developing and issuing policies and guidelines on building and related services in USAID/W.
- b. The **Chief, Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD)** is responsible for implementing management policies and guidelines on real property and personal property related services in USAID/W.
- c. The **Bureau for Management, Office of Management Services, Headquarters Management Division, Facilities Managers Team (M/MS/HMD/FM)** members are responsible for general maintenance and artwork requests pertaining to their designated floors. A listing of Facilities Managers and their designated floors and telephone numbers is included in the Directory of Services of the USAID electronic telephone directory under Building Services.
- d. The **Bureau for Management, Office of Management Services, Headquarters Management Division, Personal Property Team (M/MS/HMD/PP)** is responsible for moving services, conference rooms, bulk copier paper, Ronald Reagan Building (RRB) loading docks, equipment repairs, typewriters and date/time stamp machines, nonexpendable furniture, and the acquisition, inventory, distribution, refurbishing/repairs, sales, transfer, and disposal of personal property in USAID/W. A listing of Personal Property Managers and telephone numbers is included in the USAID electronic telephone directory under Building Services.

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

e. The **Bureau for Management, Office of Management Services, Headquarters Management Division, Space Utilization and Design Team (M/MS/HMD/SUD)** is responsible for space use and space design in USAID/W.

f. The **Bureau for Management, Office of Management Services, Headquarters Management Division, Mail Management Team (M/MS/HMD/MM)** is responsible for mail management. (See [ADS 513, Mail Management](#))

g. The **Bureau for Management, Office of Management Services, Headquarters Management Division, Printing and Graphics Team (M/MS/HMD/PG)** is responsible for printing and graphics. (See [ADS 512, Printing, and Graphics Services](#))

### **519.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

#### **519.3.1 Work Space Allocation and Changes**

Effective Date: 04/22/1996

All supervisory personnel must have individual offices or suitable workstations in order to effectively carry out their supervisory responsibilities. Non-supervisory employees, regardless of grade, must be provided workstations in open space insofar as office space configuration permits. M/MS/HMD provides alterations, installations, relocation or removal of partitions, outlets, and similar services in conjunction with adjustments to allocated space. Space will be allocated in accordance with [Space Standards](#).

The Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD) must provide sufficient and suitable workspace, in accordance with the standards prescribed by the General Services Administration (GSA) in [41 CFR 102](#). M/MS/HMD must meet the essential requirements of each USAID Bureau/Independent Office (B/IO) in performing their assigned functions, and ensure that space is used in the most efficient and economical manner possible.

#### **519.3.1.1 Emergency and Non-Emergency Services**

Effective Date: 04/22/1996

M/MS/HMD provides 24-hour turnaround on requests for emergency and other essential services. Call or e-mail the responsible organization listed in the electronic USAID Directory of Services to obtain emergency and other essential services.

Requests for emergency or non-emergency services that require the commitment of funds and/or manpower must be requested in writing using the form [AID 5-7, Supplies/Equipment/Services Requisition](#). (See **519.3.18.1**, Authority to Sign Requisitions)

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

### **519.3.1.2 Work Space Changes**

Effective Date: 04/22/1996

When major changes are required in assigned space or additional space, the Administrative Management Staff (AMS) or Executive Management Team (EMT), of the B/O must submit a written request to M/MS/HMD with a complete background and justification for the space modification. The Office of Human Resources (OHR) must approve the justification if it involves personnel changes.

The cognizant AMS/EMT office must prepare a USAID/W Notice with the pertinent relocation information. If personnel location changes occur as a result of a change in space allocation, advise M/MS/HMD and the Bureau for Management, Office of Management Services, Information and Records Division, Telecommunications and Systems Infrastructure Division (M/MS/IRD/TSI). The alphabetical and organizational sections of the USAID electronic telephone directory must reflect these relocation changes.

Upon receiving the cognizant B/O request, M/MS/HMD/SUD reviews the proposal. M/MS/HMD inspects the area, in cooperation with requesting officials, analyzes the existing space problems, and determines the most economical and practical course of action. This analysis may include a recommendation for better use of existing space rather than the allocation of additional space. M/MS/HMD, with the cooperation of the requesting B/O, also evaluates furnishing and equipment requirements.

M/MS/HMD and M/MS/IRD determine the placement of information technology (IT) equipment. Personal preference for relocation of furniture or equipment is not considered adequate justification for relocating electrical outlets or telephones. The cognizant AMS/EMT office must prepare a request on an [AID 5-7, Supplies/Equipment/Services Requisition](#) form to obtain furniture and/or equipment or to return excess property to stock.

### **519.3.2 Building Repair Services**

Effective Date: 04/22/1996

USAID staff may obtain repairs and/or adjustments involving lighting, heating, air conditioning, or plumbing systems by telephoning or e-mailing the M/MS/HMD Customer Service Center. The Customer Service Center number is included in the USAID electronic telephone directory under Directory of Services.

### **519.3.3 Equipment and Furniture Repairs**

Effective Date: 04/22/1996

Request repairs of equipment, office furniture, adding machines, calculators, and typewriters by sending an e-mail or submitting an [AID 5-7, Supplies/Equipment/Services Requisition](#) form to M/MS/HMD. The Personal

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

Property Manager's number is included in the USAID electronic telephone directory under Directory of Services, Repairs.

### **519.3.3.1 Equipment and Services Delivery Times**

Effective Date: 04/22/2002

The M/MS/HMD/PP Team coordinates the delivery of products and services. Standard delivery times for these products and services are as follows:

- |                           |                              |
|---------------------------|------------------------------|
| • Forms and publications  | • Five business days         |
| • Furniture and equipment | • 10 business days           |
| • Equipment repair        | • Three business days        |
| • Moving services         | • Seven business days        |
| • Conference rooms        | • Two business days          |
| • Copier paper            | • Every Tuesday and Thursday |

### **519.3.3.2 Deliveries to Loading Docks**

Effective Date: 04/22/2002

USAID delivery hours are from 9:00 a.m. to 3:00 p.m., Monday through Friday. Deliveries to be made before 9:00 a.m. or after 3:00 p.m. must receive prior approval from M/MS/HMD.

Advance notice of 72 hours must be given to M/MS/HMD for all deliveries to the RRB. The freight company must fill out a [Freight Delivery Request Form \(AID Form 519-1\)](#), available from M/MS/HMD. Then the customer in USAID must sign it and forward it to M/MS/HMD. GSA does not accept unscheduled deliveries. Deliveries through the ground-level doors, on either the 13<sup>th</sup> street entry, the 13 ½ street entry, or the 14<sup>th</sup> street entry, are strictly prohibited and will be turned away.

All vendors must report to the Southeast Federal Center, 3<sup>rd</sup> & M Street SE, Washington, DC, for security scanning prior to reporting to the RRB. When the scanning is complete, the vendor has 30 minutes to report to the RRB.

The Loading Dock entrance is located at the 14th Street, South entrance to the RRB. The security guard checks for a valid state driver's license or commercial driver's license (CDL), vehicle registration card, and Bill of Lading/Manifest, and inspects the vehicle for security purposes.

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

Vendors making repeat daily deliveries (such as United Parcel Services (UPS), Federal Express (FedEx), and U.S. Postal Services) must submit an annual roster with the required information to M/MS/HMD for the primary and alternate driver. Any changes to this roster must be immediately reported to M/MS/HMD.

Preferred truck size is 55 feet from bumper to bumper. If a larger truck is needed, the maximum trailer size is 45 feet, and the cab has to be parked in another bay. Arrangements must be made in advance with M/MS/HMD to ensure that a bay will be available to park the cab during off-loading.

Vendors must mark at least two sides of all deliveries with the following information, which must also be included on the packing slip:

AGENCY: [USAID, USAID customer's Office symbol]

NAME: [USAID customer's name]

ADDRESS: 1300 Pennsylvania Avenue, NW,  
[USAID customer's Room number]  
Washington, DC 20523

PHONE NUMBER: [USAID customer's phone number]

The driver is responsible for ensuring that all goods and materials are scanned through the loading dock x-ray machine. The driver must provide hand trucks, pallet jacks, or any other equipment needed to unload the delivery.

After the goods have been inspected and approved by the GSA Dock Guards, the USAID Designated Receiving Agent delivers them to the customer for USAID.

#### **519.3.4 Cleaning and Custodial Services**

Effective Date: 04/22/1996

Contractor personnel on an established schedule provide the general cleaning and maintenance of government-owned or leased buildings. Refer problems or special requirements to M/MS/HMD.

Submit requests for building services, such as cleaning and general maintenance, to M/MS/HMD on an [AID 5-7, Supplies/Equipment/Services Requisition](#) form.

#### **519.3.5 Sign Language Interpreting Services**

Effective Date: 04/22/2002

In accordance with [Section 508 of the Rehabilitation Act](#), the Agency provides sign language interpreting services to employees who are hearing impaired.

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*



To request these services, contact M/MS/HMD in writing either by e-mail or by completing an [AID 5-7, Supplies/Equipment/Services Requisition](#).

**\*519.3.6 Galleys**

Effective Date: 01/01/2006

**a. Bulletin Boards**

Locked bulletin boards located in galleys are maintained by M/MS/HMD/FM. Send materials proposed for display on locked bulletin boards to M/MS/HMD/FM, and indicate the date on the material. M/MS/HMD/FM removes posted materials after 30 days.

Materials posted on the open bulletin board must be on 3" x 5" index cards and must include the date of posting.

**b. Microwave Ovens**

Microwave ovens are cleaned twice daily at 10:00 a.m. and 2:00 p.m.

**c. Refrigerators**

All food and beverage containers must be removed from the refrigerators before 4:45 p.m. on Friday so that they can be cleaned. Any containers or bags remaining in the refrigerators after 4:45 p.m. will be discarded. This policy directive does not apply to the refrigerator and microwave oven in the galley on the 9<sup>th</sup> floor.

**\*d. Sinks and Countertops**

\*Any Personal items, such as drain boards, cups, bowls, spoons, or forks left in the Galley's sink or on countertops will be disposed of, due to Health and Safety concerns.

**\*519.3.7 Conference Rooms and Meeting Rooms**

Effective Date: 04/22/2002

**a. USAID/W Facilities**

The Administrator, Assistant Administrators, and Independent Office Directors have conference rooms that can be reserved for one-time or short-term use for conferences and meetings by telephoning or e-mailing the appropriate B/IO scheduler.

USAID/W Bureaus/Independent Offices (B/IOs) are assigned conference rooms in or near their work areas for their use and the use of other USAID/W organizations.

\*M/MS/HMD has five conference rooms, which are available upon request. Requests for the use of M/MS/HMD internal conference rooms must be submitted on a form [AID](#)

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

[5-7, Supplies/Equipment/Services Requisition](#) or e-mail with full justification at least two days in advance of the event. Include the following information:

- Identification of the group or unit;
- Name and telephone number of a contact person;
- Date, time, and anticipated duration of the conference or meeting;
- Number of persons in the group;
- Seating arrangements desired; and
- Any equipment required (e.g., projection screen, blackboard, etc.).

**b. Department of State Facilities**

The Department of State makes available conference room facilities, including the large auditoriums, upon request, if there is no pending reservation for the facility. (See [6 FAM 1720, Auditoriums, Conference Rooms, and Other Meeting Places](#)) Normally there is no charge for this service. However, if there is a charge associated with the use of a conference room, it must be approved by M/MS/HMD.

State Department conference room facilities, including the large auditoriums, must be requested directly from Department of State, Facilities Management Support Services, General Support (STATE/FMSS/GS). Their contact information is listed under Conference Rooms and Facilities in the Directory of Services of the USAID electronic telephone directory.

**c. External Facilities**

If USAID and Department of State facilities are not adequate or available for use, external facilities may be procured.

Submit requests for use of external facilities in accordance with the procedures outlined in [ADS 331, Small and Micro Procurement in USAID/W](#). Submit requests on a form [AID 5-7, Supplies/Equipment/Services Requisition](#) with full justification at least 10 days in advance of the event. Include the following information:

- Identification of the group or unit;
- Name and telephone number of a contact person;
- Date, time, and anticipated duration of the conference or meeting;

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

- Number of persons in the group;
- Seating arrangements desired; and
- Any equipment required (e.g., projection screen, blackboard, etc.).

### **519.3.8 Dining Room Privileges**

Effective Date: 04/22/1996

The executive dining rooms are for the use of all Department of State and USAID employees who have been issued a "blue" building identification badge.

The Van Buren Room, located on the 8th floor of the Department of State (DOS), is open to all USAID employees who have been issued a "blue" building identification badge. The only requirement is that employees make reservations in advance by calling the Department of State Office of Facilities Management at (202) 647-6001.

### **519.3.9 Shuttle Buses**

Effective Date: 04/22/1996

USAID, in cooperation with the Department of State, provides shuttle bus transportation for official business between buildings located in Virginia and the District of Columbia. M/MS/HMD provides special bus service for specific occasions, upon request.

Request arrangements for special charter or additional buses for specific occasions (e.g., the annual USAID Awards Ceremony) from M/MS/HMD. The request must include a justification and all pertinent details (times, locations, estimated number of people, etc.).

### **519.3.10 Use of Alcoholic Beverages in the Ronald Reagan Building**

Effective Date: 04/22/2002

In accordance with [41 CFR 101](#), "The use of alcoholic beverages is prohibited except, upon occasions and on property upon which the head of the responsible agency or his or her designee has for appropriate official uses granted an exception in writing."

As a part of the regular duties of the Agency's Real Property Executive, the Director, M/MS may grant exceptions to this regulation. A copy of all exceptions must be sent to the GSA building management and the Office of Security (SEC). Requests for exceptions must be in the form of an Action Memorandum citing the purpose of the request, and be addressed to the Director, M/MS.

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

It is important to note that there have been changes in personal legal liability for accidents occurring while drivers are under the influence of alcohol. Responsible officials hosting events at which alcohol is approved within the building may be held liable if they allow participants to overindulge. The requesting official is fully responsible for the proper management of affairs at which alcoholic beverages are served to ensure appropriate conduct by participants at all times. Nothing in this policy directive may be construed to conflict with the Federal Property Management Regulations.

### **519.3.11 Directories**

Effective Date: 04/22/1996

M/MS/HMD maintains and revises USAID/W lobby and hallway directories located in the RRB. M/MS/HMD automatically makes any changes resulting from official relocation of offices and units. The Administrative Office of the requesting Bureau or Independent Office must submit requests for all other changes to lobby and hallway directories to M/MS/HMD on an [AID 5-7, Supplies/Equipment/Services Requisition](#) form.

### **519.3.12 Signage/“Wayfinding” System**

Effective Date: 04/22/2002

The standard signage numbering, style, and placement were developed for the RRB to facilitate “wayfinding” throughout the building. Criteria regarding the placement of signs for lobbies, corridors, offices, and workstations are defined in the signage standards (41 CFR 101). Therefore, B/IOs must contact M/MS/HMD when they require signage changes.

Requests for signage changes for corridors, offices, or workstations must be submitted through the B/IO Administrative Office to M/MS/HMD on a form [AID 5-7, Supplies/Equipment/Services Requisition](#). All requests must be justified and provide the following information:

- a.** A clear and accurate description of the information to be printed on the sign, e.g., name, title, office symbol, etc.;
- b.** Location where the sign will be hung; and
- c.** Name and telephone number of a contact person to answer questions regarding the request.

**Note:** All signage must conform to established formats. Dimensions of signs are standard dimensions and will not be changed. Please refer to the Directory of Services list on the USAID Intranet for more information, such as who to contact regarding signage.

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

**519.3.13 Artwork**

Effective Date: 04/22/1996

USAID's participation in the Department of State's Art Bank Program provides an opportunity for political appointees and heads of B/IOs located in the RRB and Main State to enhance their office with artwork from the Department of State's collection. Each qualified B/IO is entitled to one piece of artwork, and the Administrator and Deputy Administrator are entitled to two pieces each.

B/IOs interested in obtaining artwork must submit an [AID 5-7, Supplies/Equipment/Services Requisition](#) or e-mail to M/MS/HMD. Facilities Managers make arrangements with the Department of State's Art Bank Program Coordinator for the B/IO representative to see all the artwork and make a selection. M/MS/HMD facilitates the paperwork necessary to acquire the artwork selected. Appointees are responsible for the acquisition and return of all artwork in their office during their appointment. Appointees or their representatives must return all artwork to the Department of State's Art Bank Program before leaving the Agency. Each Appointee must receive an exit clearance for artwork from M/MS/HMD.

Please refer to the Directory of Services list on the USAID Intranet for more information, such as who to contact regarding artwork.

**519.3.14 Painting**

Effective Date: 04/22/2002

The M/MS/HMD Customer Service Center receives and processes all USAID/W requests for painting.

**Note:** As determined by the lease agreement, GSA paints offices and corridors on a cyclical basis.

Upon receipt of an [AID 5-7, Supplies/Equipment/Services Requisition](#) form stating the reasons that painting is required, M/MS/HMD inspects the area, determines the cost involved, and weighs other related factors (e.g., time since last painting or whether office moves are planned in the near future) to determine whether the painting can be justified economically. If the decision is made to paint the area, M/MS/HMD consults with operating officials, prepares the necessary work order "**Request for Work Authorization**" (RWA) for GSA, and advises the office concerned as soon as a date is established for the painting. No changes to the existing color schemes are permitted.

**519.3.15 Hanging, Mounting, or Framing Government-Owned Property**

Effective Date: 04/22/2002

Submit items that are clearly government-owned to M/MS/HMD for consideration for mounting or framing by commercial sources. M/MS/HMD bases the decision in each

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

case on expected benefits to the government (this should be established in the justification), compared to the cost of the service.

M/MS/HMD arranges for the hanging of mounted or framed items. The [AID 5-7, Supplies/Equipment/Services Requisition](#) form must state the approximate size and location of the item, the person to be contacted, and the telephone extension. Mounted or framed items must not be attached directly to walls in areas with textured vinyl wall covering.

### **519.3.16 Relocation in Conjunction with Changes in Space Assignments**

Effective Date: 04/22/1996

M/MS/HMD arranges for the actual movement of all furnishings and equipment when there is a need for a USAID/W staff or organizational unit to be relocated. M/MS/HMD assists the client office in coordinating actions, determining the effective dates for changes in space assignments, and providing schedules for the work to be accomplished when space renovations are required.

Prior to moving furnishings and equipment, the client office must prepare and clearly mark each item in accordance with the instructions detailed in **519.3.17**. The client office must prepare the necessary requisitions (form [AID 5-7, Supplies/Equipment/Services Requisition](#)), consistent with instructions received from M/MS/HMD.

Please refer to <http://inside.usaid.gov/M/MS/HMD/> for more information. **[Please note that this is a USAID Intranet page and is only available to those who have access to the USAID Intranet.]**

### **519.3.17 Instructions for Preparing Furniture and Equipment for Relocation (formerly Handbook 20 Chapter 6)**

Effective Date: 04/22/2002

At the request of the B/IO being relocated, M/MS/HMD arranges for the necessary packing materials to be delivered to the B/IO five working days prior to the moving date.

Staff must individually tag or mark each moving box, office machine, and item of furniture. Place tags on two sides and the top of the box. The tags must indicate the name of the person to whom the item is assigned, the new room or workstation, and the building to which the items are to be moved.

Number file cabinets, transfer cases, and supply cabinets consecutively in the order in which they are to be placed as shown on the equipment layout. Mark each item of furniture appropriately for movement to the new location or for return to stock.

Pack small articles in boxes. Remove all articles from desks, tables, or other nonsecure places and pack them in boxes, and make sure any liquids are tightly capped.

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

Empty all supply cabinets, file cabinets, bookcases, and heavily loaded or poorly constructed items, and pack the contents in boxes.

Tag all typewriters, adding machines, and similar equipment and leave them in an exposed position, preferably off the floor, for the movers. Do not conceal typewriters and other office machines. Drain shredders of oil and remove bags. Do not place office machines (e.g., typewriters, adding machines, data transcribers, videocassette recorders, and televisions) in boxes.

Pack and tag mirrors, pictures, and maps suspended from picture moldings for movement.

Relocating personal items such as plants, coffeepots, etc., is the sole responsibility of the individual employee; movers will not handle those items.

For each move, M/MS/HMD designates a member of its staff as Project Manager. [ADS 547, Property Management of Information Technology \(IT\) Resources](#) provides guidance on preparing IT equipment for the move and, when necessary, M/MS/HMD arranges for special labor services to move certain kinds of IT equipment.

**Note:** The preparations described above are normally the responsibility of the personnel assigned to the organization that is being moved. However, if special problems occur, M/MS/HMD specialists will provide assistance. Consult the USAID/W electronic telephone directory for Building Services, Space Utilization, and Moving Services, or contact the move Project Manager in M/MS/HMD.

Please refer to <http://inside.usaid.gov/M/AS/FMD/> for more information. **[Please note that this is a USAID Intranet page and is only available to those who have access to the USAID Intranet.]**

### **519.3.18 Using Form AID 5-7 to Request Conference Rooms, Supplies, Furniture, Equipment, and Other Services (formerly Handbook 20 Chapter 9)**

Effective Date: 04/22/2002

This section prescribes the procedures to be used by all USAID/W personnel to request conference rooms, supplies, furniture, equipment, and other services required for the accomplishment of their assigned duties.

M/MS/HMD's policy is to provide administrative and logistical support as required for the efficient and economical functioning of each organizational element within USAID/W.

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*



**519.3.18.1 Authority to Sign Requisitions**

Effective Date: 04/22/2002

The heads of B/IOs may sign requisition forms or designate an employee, normally the director of the Executive Management Team or the Administrative Management Staff (EMT/AMS), to sign on their behalf. While any employee could be designated, it is important for the servicing organization to know that each individual who signs a requisition is, in fact, authorized to act for the head of the organization. This is especially important when significant expenditures of workforce or funds may be involved (e.g., space planning, space design, planning office moves, obtaining or relocating major items of furniture and equipment, etc.). For these reasons, certain sections in this ADS chapter have specified a requirement for official requests to be signed by the appropriate official of the requesting unit (e.g., administrative or management officer, senior management official). When such officials wish to delegate signing/approval authority to other individuals, they must submit written notification to the Chief, M/MS/HMD, identifying the name, office symbol, monetary limits, etc., of the individual being delegated.

**519.3.18.2 Use of AID 5-7**

Effective Date: 04/22/2002

The form [AID 5-7, Supplies/Equipment/Services Requisition](#) must be used to requisition all supplies, equipment, and services except the following:

- a. Printing, binding, duplication, reproduction, graphic, or exhibit services. Use form [AID 5-18, Printing/Distribution Request](#) or [SF-1, Printing and Binding Requisition](#). (See [ADS 512, Agency Printing and Graphics Services](#))
- b. Minor repairs or routine adjustments to lights, heating, air conditioning, or plumbing systems. (See **519.3.2**)
- c. Equipment, and items obtainable from the GSA Customer Supply Center. (See [ADS 331, Small and Micro Procurement in USAID/W](#))
- d. Expendable supplies, equipment, and services that can only be procured by the Office of Acquisition and Assistance (M/OAA). (See [ADS 331](#))
- e. Nonexpendable IT equipment, software, and related resources and services, which are approved and ordered through M//MS/IRD. (See [ADS 547](#))
- f. Office space allocations or changes affecting assigned space. These are requested by submitting a written request to M/MS/HMD. (See **519.3.1**)

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*



Forward the original and copies two and three of the form to the servicing unit, M/MS/HMD. The requestor must retain the fourth copy on file. If the request is made using the electronic form, copy requirements are waived.

When it is necessary to disapprove a requisition, M/MS/HMD returns the form [AID 5-7, Supplies/Equipment/Services Requisition](#) to the requesting office with a memorandum from the Chief, M/MS/HMD (see reverse of form [AID 5-7, Supplies/Equipment/Services Requisition](#)) stating the reasons for the disapproval.

## **519.4 MANDATORY REFERENCES**

### **519.4.1 External Mandatory References**

Effective Date: 04/22/1996

- a. [41 CFR 101, Federal Property Management Regulations \(FPMR\)](#)
- b. [6 FAM 1720, Auditoriums, Conference Rooms, and Other Meeting Places](#)

### **519.4.2 Internal Mandatory References**

Effective Date: 01/01/2006

- a. [ADS 331, Small and Micro Procurement in USAID/W](#)
- b. [ADS 512, Printing, and Graphics Services](#)
- c. [ADS 513, Mail Management](#)
- d. [ADS 519maa, Space Standards](#)

### **519.4.3 Mandatory Forms**

Effective Date: 04/22/1996

- a. [AID 5-7, Supplies/Equipment/Services Requisition](#)
- b. [AID 5-18, Printing/Distribution Request](#)
- c. [AID 519-1, Freight Delivery Request Form](#)
- d. [SF-1, Printing and Binding Requisition](#)

## **519.5 ADDITIONAL HELP**

Effective Date: 04/22/1996

There are no Additional Help documents for this chapter.

## **519.6 DEFINITIONS**

Effective Date: 04/22/2002

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

There are no Definitions for this chapter.

519\_092412